



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	PROJECT TECHNICIAN IV
Posting Number	PN# 110506
Department	Department of Public Works & Engineering
Division	Public Utilities Division
Section	Operations Support Branch
Reporting Location	611 Walker*
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises section; schedules and reviews work, trains and evaluates employees. Prepares design concepts, graphic illustrations, exhibits and construction drawings according to specifications. Coordinates procurement of materials and services. Prepare, review and monitor operating budgets and expenditures. Provides reproduction service for blueprints, engineering copies, etc. Maintains and updates records and reports. Reviews and evaluates changes to improve designs. Coordinates projects with various departments and agencies. Responds to inquiries from the general public. Trains and develops technical personnel on techniques, use of equipment and project specifications. May perform field checks.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of related experience, such as engineering, drafting and/or designing are required. Directly related professional experience may be substituted for the education requirement on a year-for year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with at least five years experience with Geographic Information Systems and CAD systems related to data migration and data maintenance.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20

\$1,151 - \$1,643 Bi-weekly \$29,926 - \$42,718 Annually

OPENING DATE

May 17, 2006

CLOSING DATE

May 31, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer